

## **FACILITIES SPECIALIST – Position #K238598**

This permanent, full-time unclassified position is located at Cheyenne Bottoms Wildlife Area, in the Public Lands Division, Region 4; and is directly supervised by Jason Wagner, Public Lands Manager III.

This position is heavily involved in the management of waterfowl, wildlife, wetlands, mixed grass uplands, and moist-soil impoundments at 19,998-acre Cheyenne Bottoms Wildlife Area. The incumbent performs skilled work in a wide variety of trades, equipment operation including tractors, skid steer, front-end loader, dump truck, UTV, backhoe, and road maintainer; road maintenance, grounds maintenance, facility maintenance, constructing and maintaining buildings, fences, dikes, boat ramps, hunter access, pumps, water control structures, dams, campground, and signs; mechanic skills for automotive equipment, including tractors, trucks, UTV, mowers, backhoe, grader, agricultural equipment, and loaders; directing the work of subordinate maintenance personnel and contractors, repairing and upkeep of buildings, grounds and equipment; planning, or assisting in the planning, of maintenance and construction projects; estimating material and manpower needed for projects; wildlife habitat improvement including prescribed burning, planting food plots, invasive weed and tree control, native grass establishment, and water level management; operating various power tools and shop equipment, including welders and torches; operating equipment to spray herbicides, pesticides and other chemical applications; and assisting the public, including answering inquiries.

**BENEFITS:** Beginning hourly salary, \$19.65/hour - \$22.03/hour; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

**MINIMUM REQUIREMENTS:** **High School Diploma or GED Equivalent required.** Three years of experience in the equipment operation, mechanical, or building trades. Education may be substituted for experience as determined relevant by the agency. Prefer candidates who possess a working knowledge of public land maintenance and operation to include intermediate experience in equipment operation, mechanic work, electrical, construction, and plumbing trades; an extensive first-hand work experience for institutional and recreational facility upkeep and maintenance, understand basic farming practices, and understand and demonstrate basic invasive weed control processes. The successful candidate must possess and maintain a valid commercial driver's license and is required to pass a background check.

**NECESSARY SPECIAL REQUIREMENTS:** The selected candidate will be required to obtain a Commercial Driver's License and would be required to pass a State of Kansas Controlled Substance Test for Commercial Drivers prior to appointment. If so, the selected candidate would be subject to random testing for alcohol and controlled substances following employment.

**HOW TO APPLY:** Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign into** your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.

- **Check your email and My Job Notifications** for written communications from the Recruiter.
  - **Email** - the **email** listed on the **Careers>My Contact Information** page.
  - **Notifications** - view the **Careers>My Job Notifications** page

**The following are the required items to apply:**

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form\*\* (this can be found at the following website):  
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

**\*\*Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.**

**Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications.** Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

**Veterans' Preference Eligible (VPE):** Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

**Disability Hiring Preference:** If you are claiming Disability Hiring Preference for the first time please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to [Gustavo.Victoriano@ks.gov](mailto:Gustavo.Victoriano@ks.gov), or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit <https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference> for more information.

**DEADLINE TO APPLY – February 14, 2025**

**The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.**

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.